

SENIOR PLANNER

DEFINITION

To supervise and participate in professional current planning, advanced planning or redevelopment activities.

EQUIPMENT, METHODS & GUIDELINES

Use Federal, State and local laws, policies, procedures and practices; various statistical data; knowledge of urban planning and redevelopment principles and practices; knowledge of statutes related to general plans, zoning and land divisions, as well as applicable environmental laws and regulations. Uses City vehicles, telephones, FAX machines, PC terminal, printer, copier and various resource materials.

WORKING CONDITIONS

Predominantly inside work. Conditions also involve some travel and frequent attendance at meetings, including many that are conducted during the evening.

PHYSICAL DEMANDS

The work emphasizes speech, hearing, and vision (including that color vision necessary to accurately interpret visual displays).

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Community Planning.

Exercises direct and indirect supervision over professional, technical and clerical planning staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Prepare amendments to the General Plan concerning land use, housing and open space.

Direct, coordinate, review and participate in the work of professional and technical employees in data collection, analysis, plan formulation, and implementation of a wide variety of planning, zoning, and environmental review activities.

Act as zoning administrator including scheduling and holding public hearings; render decisions on minor subdivision, land use permits, variances and signs.

Prepare amendments to the Municipal Code for City Council approval.

Perform the current planning review function for private development projects.

Interpret the Municipal Code and advise the public of City policies and procedures.

Participate in the selection of environmental impact report consultants.

Coordinate planning activities with other City Departments, and with outside agencies as required.

Act as Director of Community Planning as required.

Clear final maps and parcel maps for recording and ensure that all conditions of approval are met.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of comprehensive urban planning.

Recent developments, current literature, and informational sources in the field of planning and zoning.

Research methods and techniques.

Statutes related to general plans, environmental matters, zoning, and land division.

Ability to:

Establish and maintain effective working relationships with the public and other City personnel.

Communicate effectively, orally and in writing.

Prepare and analyze planning studies and communicate findings to these studies in an understandable manner.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of responsible experience in the field of urban and environmental planning similar to that of an Associate Planner for the City of Pleasant Hill, including some supervisory experience.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban or regional planning or a related field considered useful in urban planning.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate California driver's license.